

**RESOLUTION NO. 2017-26**

**RESOLUTION OF THE CITY OF FOREST GROVE CITY COUNCIL  
ADOPTING CITY COUNCIL GOAL OBJECTIVES FOR FISCAL YEAR 2017-18**

**WHEREAS**, the City Council adopted three key Council Goals for Fiscal Year 2017-18 pursuant to Resolution No. 2017-25; and

**WHEREAS**, the City Council and Management Team met in Council Goal Setting Work Sessions on February 4 and February 13, 2017, to discuss setting goal objectives for Fiscal Year 2017-18; and

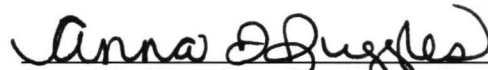
**WHEREAS**, the City Council has identified the City Council Goal Objectives for Fiscal Year 2017-18 as attached in Exhibit A.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE  
AS FOLLOWS:**

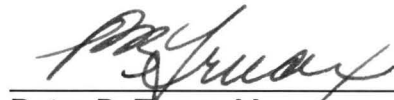
Section 1. That the City of Forest Grove City Council hereby adopts the City Council Goal Objectives for Fiscal Year 2017-18 as attached in Exhibit A.

Section 2. This resolution is effective immediately upon its enactment by the City Council.

**PRESENTED AND PASSED** this 27<sup>th</sup> day of February, 2017.

  
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Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 27<sup>th</sup> day of Februarys, 2017.

  
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Peter B. Truax, Mayor

## CITY COUNCIL GOALS AND OBJECTIVES FY 2017-18

### GOAL 1: PROMOTE SAFE, LIVABLE AND SUSTAINABLE NEIGHBORHOODS AND A PROSPEROUS DYNAMIC, GREEN CITY

OBJECTIVE		1-3 YR	4+ YRS	DEPT.	COUNCIL DIRECTION	PROPOSED NEXT STEPS
1.1	Acquisition Process for Land Parcels in Watershed	2016		PW	Reserve a portion of timber sales for acquisition of land parcels in watershed drainage areas. Develop land acquisition process. Determine percentage of reserves as part of budget process FY2016-17.	Work Session tentatively scheduled for Spring
1.2	Energy Reduction Programs	2016		L&P	1) Conduct analysis for residential rebate programs for high efficiency toilets and solar, 2) Continue LED replacement project, 3) Conduct a wind analysis in watershed, and 4) educate public on existing energy reduction programs.	Utility Bill insert outlining existing programs and Work Session or presentation regarding next steps.
1.3	Industrial Area Planning	2016		ECD	Complete feasibility study for industrial area site planning. Complete area planning.	Council presentation on 2/27 regarding industrial land status.
1.4	Parks, Rec and Open Space Master Plan	2017		P&R	Implement Parks Master Plan including consideration of SDC's and Recreation Coordinator.	Work Session to discuss SDC's 2/27
1.5	Planned Residential Developments	2017		CD	1) Draft a simple flow chart showing the steps of the PRD process in sequential order and 2) Consider code amendments to PRD process.	Schedule Work Session to review PRD process and seek feedback.
1.6	Town Center Concept Program	2017		CD	Compose Town Center Concept program. Include parking and plaza.	Include in CD's 2017 Work Plan.
1.7	Staff Succession Planning	2016		ADM	Draft staff succession planning guidelines for staff. Draft 1-2 page exec. summary report outlining procedural guidelines for staff succession planning efforts.	Draft summary and distribute to Council.

1.8	Urban Renewal Agency Downtown Storefront Revitalization Program	2017		CD	Create brochure outlining program and conduct extensive outreach in preparation of July 1, 2017 grant awards.	Finish brochure and outreach to Chamber, City Club, and downtown businesses.
1.9	Latino and Ethnic Outreach	2017		L&E	Develop a plan to educate existing efforts, increase civic engagement (Library, Latino Summit, Farmers Market, National Night Out, demographic study, increased involvement in Boards, Commissions, faith-based communities, and Council, etc.), and conduct training consistent with community demographics.	Educational campaign
1.10	Police Strategic Plan	2017		POL	Initiate and develop strategic plan for police operations, including analysis of workload, community feedback, support services, staffing levels, and operational focus.	Staff to develop focus and scope of plan and present to PSAC and Council.

## GOAL 2: PROMOTE A PRUDENT FINANCIAL PLAN TO MAINTAIN EFFECTIVE SERVICE LEVELS OF A FULL-SERVICE CITY

OBJECTIVE		1-3 YR	4+ YRS	Lead Dept.	COUNCIL DIRECTION	PROPOSED NEXT STEPS
2.11	Implement levy renewal election process	2017		ADM	Create additional conceptual financial models to illustrate rate impacts if savings are not used and services are increased. Conduct polling. Compose and implement outreach program.	Work Session with Budget Committee scheduled 2/27 re: additional financial models and polling.
2.12	Fire Authority IGA	2016		FD	Draft Fire Authority IGA. Compare costs to TVF&R. Hold Work Session in September.	Work Session scheduled 2/13
2.13	Forest Grove Senior and Community Center	2016		ADM	Review Senior Center financial request as part of budget process. Educate Council on contractual requirements and other city comparisons.	Schedule Council Work Session
2.14	Police Department Facility	2016		ADM	Continue request for proposal (RFP) for planning and design. Release RFP. Continue work session discussions with Council.	Finalize needs assessment and site selection criteria.

### GOAL 3: PROMOTE THE INTERESTS AND NEEDS OF FOREST GROVE IN LOCAL, STATE, AND NATIONAL AFFAIRS

OBJECTIVE		1-3 YR	4+ YRS	Lead Dept.	COUNCIL DIRECTION	PROPOSED NEXT STEPS
3.15	Affordable Housing	2016		CD	1) Participate in local and regional efforts; 2) draft white paper; and 3) review code for tiny houses. Continue Technical and Citizen Advisory Committee meetings and project scope. Present findings to Council in Summer/Fall.	TAC/CAC meetings through May. Look at homelessness in the context of affordable housing. Present findings to Council in Summer/Fall.
3.16	Homelessness	2017		CD	Participate in discussions regarding homelessness and characterize existing conditions to Council via a presentation or work session.	Council presentation or work session.
3.17	City Charter Review	2016		L&E	Conduct Charter review. Hold work session for the purpose of seeking direction from Council.	Work session regarding City Charter and Council Rules.
3.18	City Success Stories	2016		ADM	Boast City success stories. Use utility billing, social media, and FGNT insert to share message.	Review collateral materials for targeted and consistent messaging.
3.19	Emergency Preparedness	2017		FIRE	Amalgamate City's preparedness efforts, make presentation to Council, and conduct targeted outreach (utility billing, FGNT).	Schedule Staff presentation to City Council.
3.20	Fernhill Wetlands Research & Education Center	2016		L&E	Council liaison and staff participation in CWS' strategic planning effort.	Attend and participate in Fernhill Wetlands Council and CWS meetings.
3.21	Legislative Priorities; Local, State, Regional & National	2016		L&E	Continue supporting legislative-related efforts, i.e., NLC and LOC annual attendance.	NLC and LOC attendance.
3.22	Tourism	2016		ECD	Enhance collaboration efforts with FG/Cornelius Chamber. Continue TLT Advisory Group meetings and present findings to Council in Spring/Summer.	Present TLT findings by Summer. Work with Chamber on Visitors Guide. Marketing ads in Travel Oregon.
3.23	Transportation	2016		PW	1) Draft list of strategically important transportation projects; and 2) Conduct economic feasibility of transferring county roads to city jurisdiction.	Feasibility analysis and meet with County.

## COMPLETED OBJECTIVES FOR 2016 (PRIOR YEAR)

OBJECTIVE		COUNCIL DIRECTION	ACTION
	Multiplex Ballfields	Determine economic feasibility for multiplex ballfields. Conduct economic feasibility analysis and/or incorporate concept analysis as part of Parks Recreation and Open Space Master Plan	Incorporated concept in Parks MP. Parks MP approved October, 2016.
	Parks, Rec and Open Space Master Plan	Continue efforts and draft brochure listing parks/open spaces by location.	Brochure finalized for distribution. Parks MP passed by ordinance October, 2016.
	Neighborhood Watch Program	Prepare map showing established neighborhoods and 1-2 page annual executive summary report.	Completed annual report and prepared map for annual update and distribution.
	Rogers Park Upgrades	Complete renovation efforts in FY16-17. Issue an RFP for renovations including, but not limited to, new restroom facilities and playground equipment.	Phase I construction (playground, landscaping, restrooms, tennis court) planned for summer-fall 2017
	URA Downtown Storefront Revitalization Program	Draft downtown storefront revitalization program. Hold URA Work Session	Program created by resolution October 2016.
	Community Services Local Option Levy Renewal.	Prep for local option levy renewal. Draft 1-2 page executive summary report outlining process and potential election dates for submitting local option levy to voters and schedule Council work session.	Executive summary completed and Work Session w/ Budget Committee held January 9, 2017.
	Affordable Housing	1) Participate in local and regional efforts; 2) draft white paper; and 3) review code for tiny houses.	Formed CAC, TAC and scope of project by Resolution in November. Held TAC and CAC meetings.
	City Success Stories	Boast City success stories. Review and revamp City website.	New website finalized and launched January 9, 2017.
	Tourism	Enhance collaboration efforts with FG/Cornelius Chamber. Establish a private-public work group for tourism collaboration efforts with FG/Cornelius Chamber.	Established Transient Lodging Tax Ad-Hoc Group and project scope by resolution in November, 2017.



*A place where families and businesses thrive.*

CITY RECORDER USE ONLY:

AGENDA ITEM #: 9  
MEETING DATE: 2/27/17  
FINAL ACTION: Rec'd 2017-28

Rec'd 2017-26  
Rec'd 2017-28

## CITY COUNCIL STAFF REPORT

**TO:** City Council

**FROM:** Jesse VanderZanden, City Manager

**PROJECT TEAM:** Jesse VanderZanden, City Manager  
Anna D. Ruggles, CMC, City Recorder

**MEETING DATE:** February 27, 2017

**SUBJECT TITLE:** City Council Goals, Objectives and Team Agreement

**ACTION REQUESTED:**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ordinance	Order	X	Resolution	Motion	Informational

*X all that apply*

### **BACKGROUND:**

The Council held a Retreat on February 4, 2017 in which the Council reviewed, refined, removed, and added Goals and Objectives. In addition, the Council recommended revising the Goals and Objectives spreadsheet by including the Objectives origination date and by adding a "completed" section to allow for continuous tracking. The Council also discussed one change to the Team Agreement that would allow the use of electronic devices during the meeting but only for Council purposes. The Council held a Work Session on February 13, 2017, to affirm, review, and revise the work done during the Retreat.

There are five attachments in the Council Packet:

- 1) The first attachment is the Council Goals and Objectives working document. This document contains the revisions made by Council to the 2016 Council Goals and Objectives during the Retreat and Work Session. ~~Strikethrough~~ denotes language that was removed or moved to the "completed" section. **RED** denotes language that was added during the Retreat. **Blue** denotes language that was added during the Work Session.
- 2) The second attachment is the same as the first except all changes are accepted. This is the document being proposed for adoption by resolution, notwithstanding amendments that may occur on the dias. Please note the "Status" column, which is used for internal tracking purposes only, has been removed on this version.
- 3) The third attachment is the Team Agreement working document. **Blue** denotes language that was added during the Work Session.

- 4) The fourth attachment is the Team Agreement with the changes accepted. This is the document being proposed for adoption by resolution, notwithstanding amendments that may occur on the dais.
- 5) The fifth attachment is the Resolution approving the Council Goals.
- 6) The sixth attachment is the Resolution approving the Council Objectives.
- 7) The seven attachment is the Resolution approving the Council Team Agreement.

**STAFF RECOMMENDATION:**

Staff recommends the Council consider, modify if necessary, and adopt the Council Goals, Objectives, and Team Agreement by resolution.

**ATTACHMENTS:**

- 1) Council Goals and Objectives Working Document
- 2) Council Goals and Objectives Final
- 3) Council Team Agreement Working Document
- 4) Council Team Agreement Final
- 5) Resolution adopting Council Goals
- 6) Resolution adopting Council Objectives
- 7) Resolution adopting Council Team Agreement